

Date : June 12, 2023

## Circular

### (Summer Vacation : 2022-23)

The Vacation Leaves (VL, Summer) : 2022-23 can be availed as per following :

1. VL can only be availed only after serving in MIET for one semester (who joined MIET on or before March 15, 2023).
2. Faculty (including HoDs / Dean / Director) may avail 5 days' Vacation Leave during Semester break of Summer (after the end of Even Sem classes but prior to the commencement of the Odd Sem classes of forthcoming session // substitution / arrangement of classes shall not be entertained). With this, VL (Summer) can be availed during **June 23, 2023 to July 31, 2023**.
3. All the HODs are requested to ensure submission of following to IQAC on or before June 20, 2023 :

S. No.	Description	To be submitted by	Compiled By	Doc Type
1	Course File (as per prescribed checklist; For Theory : S. No. 1-13 and For Lab : S No 1-10; for all the courses of Odd Sem : 2023-24) ## Format of 2023-24 # Subject-wise Single PDF	All the concerned faculty members to respective HOD	HOD concerned	To be emailed to IQAC / Director in Single Email
2	Attainment Record of all the courses of 2022-23 session (Odd and Even Sem courses; as per AM-02B / AM-03B, refer attachment / format of 2022-23), <b>Update External and Internal Marks – available as on date</b> #Subject-wise Excel File	All the concerned faculty members to respective Class-counsellor / DQAC / HOD	Class-counsellor / Year-coordinator / DQAC / HOD concerned	(File Name must be the Subject Code)
3	CO-PO-PSO Mapping (2022-23 Session-wise as per OBE-04 and 2019-2023 Batch as per OBE-05) # Format of 2022-23 # Excel Files (1 <sup>st</sup> - OBE01 and 2 <sup>nd</sup> – OBE05)	DQAC to respective HOD	HOD concerned	Excel Files; To be emailed to IQAC / Director

**VL (Summer), as proposed by the department, will be approved only after submission of above-mentioned documents (as per point 3).**

4. At any time, approximately one-third faculty of the department concerned can avail the vacation leaves. Its list / plan (as per prescribed format) is to be finalized and communicated by respective HOD and must be submitted to the Registrar on or before June 17, 2023.
5. Vacation Leaves may be taken not more than three parts subject to that minimum 60-70% faculty of the department must not avail VL at the same time.
6. During vacation / leave period, all the concerned faculty members must remain available on Phone so that compliance of any urgent and important work can be done in a timely manner. Further, faculty members must ensure compliance of works related to NBA / NAAC / AKTU / Exam / Others (as assigned / concerned on priority basis).

  
(Dr. Brijesh Singh)

Director

**Copy for information and necessary compliance to :**

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-Students' Welfare, Dean-First Year
3. All the HODs, IQAC, Chief Proctor, Chief Warden,
4. Registrar, ERP, Transport, Account